Section 232 Sub-Rehabilation

Final Firm Application Submission Checklist

Firm Application Checklist

Section 232 – Substantial Rehabilitation

Two Stage – Final (Amended & Restated) Submission

U.S. Department of Housing and Urban Development Office of Healthcare Programs OMB Approval No. 9999-9999 (exp. mm/dd/yyyy)

Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation which must be submitted to HUD for approval, and is necessary to ensure that viable projects are developed and maintained. The Department will use this information to determine if properties meet HUD requirements with respect to development, operation and/or asset management, as well as ensuring the continued marketability of the properties. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Project Name:	_
Project Number:	

SUBMISSION REQUIREMENTS:

- Send one electronic (CD, flash drive, etc.) copy of all the documents identified in the table below to the
 assigned OHP staff member identified by HUD in Email Blast for receipt of the Firm Application submission.
- OHP will email you with the instructions for sending hard copies.

No.	Item	N/A	Incl.	
Section 1:	Underwriting			
1-1.	A. Intentionally Omitted ¹		4	Formatted Table
	B. Intentionally Omitted			
	C. Completed Firm Application Checklist			
	C.D. Certification for Electronic Submittal Document		П	
1-2.	Lender's Underwriting Narrative for Final Submission ² (Submit electronic			
	version as a pdf and as a word document)			
1-3.	HUD Underwriting Forms (signed and dated by the Lender)			
	A. HUD-92264-HCF, Health Care Summary Appraisal Report			
	Operating Deficit Calculation			
	2. Listing of Mortgagor's Other Fees			
	3. Listing of Contractor's Other Fees			
	B. HUD-92264-T, Rent Estimates for Low/Moderate Income Units (if			
	applicable)			
	C.—HUD-92264-A, Supplement to Project Analysis	 		
	 Criterion 11, Amount based on Deduction of Grant(s), Loan(s) and 			
	Gift(s) (if applicable)			

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Previous versions obsolete	1	Page 1 of 17
	form HUD-907a-OHP	(mm/dd/yyyy

Previous versions obsolete Page 2 of 17

form HUD-9XXXXOHP (mm/dd/yyyy)

1-4. Amendment-to-Firm Commitment Amended and Restated (DRAFT) (includings (Submit electronic version as a Word document) (Note: "Exhibit A, "Exhibit B, Edex to Drawing and Specifications D, Exhibit C, List of Major Movables C, Exhibit D, Reserve for Replacement Funding Schedule 1-5. HUD-9329, Property Insurance Requirements A - HUD-9329, Property Insurance Requirements Update and Additional Property Insurance Requirements (Appendix 2, H) (1-93)Requirement 1-7-1-6. Lender's Consolidated Certification 1-3-1-7. Contact List 1-8. Copies of any email guidance provided by HUD on this project before the submittal 1-9. Waiver Requests (use form HUD-2, Request for Waiver of Housing Directive) Section 2: Third Parts Reports 2-1. Appraisal Update (if required) 2-2. Market Study Undated (if required) 2-3. Intentionally Omitted 2-4. Architectural Analyst Report A. Inspection Report B. Scismic Analysis (if applicable) C. Engineer & Specialty Reports (if applicable) C. Engineer & Specialty Report (if applicable) Construction Cost Analyst (if applicable) Construction Cost Analyst Report 3-1. Organizational Documents Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal stage.) Comparation of Chart Contact List (in the Initial Submittal Stage.) Comparation of Chart Contact List (in the Initial Submittal Stage.) Comparation of Chart Contact List (in the Initial Submittal Stage.) Contact List (in the Initial Submittal Stage.) Contact List (in the	No.	Item	N/A	Incl.	
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Section 3: Mortgagor 3-1. Organizational Chart Organizational Documents					
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3-1. Organizational Chart					
3-1. Organizational Chart	Section 3: Mortga	ngor			
3-2. Organizational Documents					
		Corporation Partnership LLC			

No.	Item			N/A	Incl.
	A. Articles of	A. Partnership	A. Articles of		
	Incorp.	Agreem't	Organiz'n		
	B. Bylaws	B. Cert. of	B. Operating		Ш
		<u>Partnership</u>	Agreement		
	C. Authoriz'g	C. Authoriz'g	C. Authoriz'g		
	Resolution	Resolution	Resolution		
3-3.	2530/APPS:				
	A. Paper 2530:				
		aper HUD-2530 (with do	cumentation for signature	П	
			able, with documentation		
		hority to sign for other pr			
	participation)		•		
	2. Evidence of r	egistration in HUD's Bus	siness Partners		
		tem – required for all app			
		.gov/offices/hsg/mfh/app			
	OR		<u>-</u>		
	B. APPS Submittal: AP	PS Certification (with do	ocumentation for signature		
		entity & if applicable, wi			
		gn for other principals wi			
3-4.	Mortgagor's Consolidat	ed Certification			
3-5.	Credit Report				
3-6	Financial Statements - Y	Year-to-Date ⁵			
	A. Balance Sheet				
	 Aging of Account 	nts Receivable		IЦ	ΙЦ
	Aging of Notes I			IН	IН
	Schedule of Pled	lged Assets		IН	ΙH
	4. Schedule of Mar	ketable Securities		ΙH	H
	5. Schedule of Acc	ounts Payable		H	ΙH
	Schedule of Note	es and Mortgages Payable	<u>e</u>	ΙĦ	ΙĦ
	Schedule of Lega				
	B. Financial Statement				
Section 4: P	rincipal of Mortgagor (comp		⁶ List Principal Here		
<u>4-1.</u>	Organizational Chart (if				
4-2.	Organizational Document		_		
	Corporation	Partnership	\Box LLC		
	A. Articles of	A. Partnership	A. Articles of		ΙH
	Incorp.	Agreem't	<u>Organiz'n</u>		H
	B. Bylaws	B. Cert. of	B. Operating		ш
		<u>Partnership</u>	<u>Agreement</u>		
	C. Authoriz'g	C. Authoriz'g	C. Authoriz'g		
	Resolution	Resolution	Resolution		_
<u>4-3.</u>		ndividual or entity is qual	<u>lified</u>		Ш
<u>4-4.</u>	2530/APPS:				
	A. Paper 2530:			_	
			cumentation for signature	$ \sqcup $	$ \sqcup$
	authority to sign	for the entity & if applic	able, with documentation		

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Page 3 of 17
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.	7
	for signature authority to sign for other principals with same			
	participation)			
	2. Evidence of registration in HUD's Business Partners			
	Registration System – required for all applicable participants.			
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)			
	OR APPROCES IN APPROCES IN A STATE OF THE ST	$ \bot$	Ш	
	B. APPS Submittal: APPS Certification (with documentation for signature	<u>e</u>		
	authority to sign for the entity & if applicable, with documentation for			
	signature authority to sign for other principals with same participation)			
<u>4-5.</u>	Principal of Mortgagor Consolidated Certification		Щ	
<u>4-6.</u>	Credit Report		Ш	
	A. Principal of Mortgagor ⁷			
	B. Sampling of Principal's Other Business Concerns			
4-7.	Financial Statements – Year-to-Date ⁵ /8			-
	A. Balance Sheet			
	1. Aging of Accounts Receivable			
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings			
	B. Financial Statement Certification			
4 -1. 4-8.	Market Study Update (if required)Financial Statements – FY 20XX ¹⁰	\sqcup	*	Formatted Table
	A. Balance Sheet		Ш	
	1. Aging of Accounts Receivable	$\sqcup \sqcup$		
	2. Aging of Notes Receivable	$\sqcup \sqcup$		
	3. Schedule of Pledged Assets	$\perp \sqcup$		
	4. Schedule of Marketable Securities	\perp	Ш	
	5. Schedule of Accounts Payable	\perp	ΙЦ	
	6. Schedule of Notes and Mortgages Payable	\perp	IЦ	
	7. Schedule of Legal Proceedings		IЦ	
	B. Income and Expense Statement		Щ	
	A.C. Financial Statement Certification		Ш	
1210	Financial Statements – FY 20XX ¹⁰			-
4 -2. 4-9.				
	A. Balance Sheet		나무	
	1. Aging of Accounts Receivable	\square	H	
	2. Aging of Notes Receivable	\square	H	
	3. Schedule of Pledged Assets	\parallel	1 	
	4. Schedule of Marketable Securities		H	
	Schedule of Accounts Payable	1	l H	
	6. Schedule of Notes and Mortgages Payable	1	╽╫	
	7. Schedule of Legal Proceedings	14	ΙH	
	B. Income and Expense Statement			
	C. Financial Statement Certification			
	Intentionally Omitted			
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 Page 4 of 17

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No.	Item	N/A	Incl.
4-3.4-10.	Financial Statements – FY 20XX ¹⁰	1471	
	A. Balance Sheet		
	1. Aging of Accounts Receivable		П
	2. Aging of Notes Receivable		
	3. Schedule of Pledged Assets		
	4. Schedule of Marketable Securities		
	5. Schedule of Accounts Payable		
	6. Schedule of Notes and Mortgages Payable	ΙЦ	ΙЦ
	7. Schedule of Legal Proceedings	IН	IН
	B. Income and Expense Statement	Ш	IН
	C. Financial Statement Certification		ш
	Architectural Analyst Report		
	Engineer & Specialty Reports (if applicable)		
4-11.	Personal Financial Statements (HUD 92417) (<i>To be completed by</i>		
4-11.	individuals) ⁸		
Section 5: 0	perator (Lessee)		
	Organizational Chart	1	
<u>5-1.</u>			ш
<u>5-2.</u>	Organizational Documents		
	Corporation Partnership LLC		
	A. Articles of A. Partnership A. Articles of		ΙH
	Incorp. Agreem't Organiz'n		H
	B. Bylaws B. Cert. of B. Operating		ш
	Partnership Agreement Galactic Science of the Control of the Cont		
	<u>C. Authoriz'g</u> <u>C. Authoriz'g</u> <u>C. Authoriz'g</u>		
	Resolution Resolution Resolution		
5-3.	A. Resume/Evidence that individual or entity is qualified		
<u>5-5.</u>	B. Schedule of Facilities Owned, Operated or Managed		┟┼┼
	b. Schedule of Facilities Owned, Operated of Wallaged		
5-4.	2530/APPS: ⁹		
5-4.	A. Paper 2530:		
	1. Completed Paper HUD-2530 (with documentation for signature		
	authority to sign for the entity & if applicable, with documentation	ш	ш
	for signature authority to sign for other principals with same		
	participation)		
	2. Evidence of registration in HUD's Business Partners	ш	ш
	Registration System – required for all applicable participants.		
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)		
	OR		
	B. APPS Submittal: APPS Certification (with documentation for signature	\perp	ш
	authority to sign for the entity & if applicable, with documentation for		
	signature authority to sign for other principals with same participation)		
5-5.	Operator's Consolidated Certification		
5-6.	Credit Report	1	1
5-0.	A. Operator (Lessee)		
I .	A. Operator (Lessee)	1	

Page Previous versions obsolete Page 5 of 17

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No.	Item	N/A	Incl.	
	B. Sampling of Operator's Other Business Concerns			
	C. Senior officers of the operator	Ħ	\Box	
	D. Any stockholder with a 25 percent or more interest in the operator	Ħ	Ħ	
	2. Imy stockholder with a 25 percent of more interest in the operator			
5-7.	Financial Statements – Year-to-Date ⁵			
5-7.	A. Balance Sheet			
			H	
	1. Aging of Accounts Receivable	H	H	
	2. Aging of Notes Receivable	H	\vdash	
	3. Schedule of Pledged Assets	H	\vdash	
	4. Schedule of Marketable Securities	Ħ	H	
	5. Schedule of Accounts Payable	Ħ	H	
	Schedule of Notes and Mortgages Payable	Ħ		
	7. Schedule of Legal Proceedings		H	
	B. Income and Expense Statement		H	
	C. Financial Statement Certification			
5-1. 5-8.	Construction Cost Analyst Report Financial Statements – FY 20XX ¹⁰		4	Formatted Table
5-1: <u>5-0:</u>	A. Balance Sheet		П	
	1. Aging of Accounts Receivable		H	
	2. Aging of Notes Receivable	П		
	3. Schedule of Pledged Assets		Ħ	
	4. Schedule of Marketable Securities		П	
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings			
	B. Income and Expense Statement			
	C. Financial Statement Certification			
<u>5-9.</u>	<u>Financial Statements – FY 20XX ¹⁰</u>	Ш		
	A. Balance Sheet		Щ	
	1. Aging of Accounts Receivable	\vdash	Ш	
	2. Aging of Notes Receivable	\vdash	IЦ	
	3. Schedule of Pledged Assets	H	IН	
	4. Schedule of Marketable Securities	H		
	5. Schedule of Accounts Payable	H	\vdash	
	6. Schedule of Notes and Mortgages Payable	H	\vdash	
	7. Schedule of Legal Proceedings	ш	\vdash	
	B. Income and Expense Statement		\vdash	
	C. Financial Statement Certification		ш	
5-10.	Financial Statements – FY 20XX 10			
<u></u>	A. Balance Sheet			
	1. Aging of Accounts Receivable			
	Aging of Accounts Receivable Aging of Notes Receivable	Ħ		
	3. Schedule of Pledged Assets			
	4. Schedule of Marketable Securities			
	5. Schedule of Accounts Payable			

Previous versions obsolete Page 6 of 17

form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.
	6. Schedule of Notes and Mortgages Payable		
	7. Schedule of Legal Proceedings		
	B. Income and Expense Statement		IН
	C. Financial Statement Certification		Ш
<u>5-11.</u>	A. Operating Lease with HUD Addendum		
	B. Memorandum of Lease		
	C. Subordination, Non-Disturbance & Attornment Agreement (SNDA) (if	Ш	Ш
	applicable for non-related owner and operator)		
	D. Estoppel Certification	ш	ш
Section 6: Parent	of Operator		
<u>6-1.</u>	Organizational Chart		
6-2.	Organizational Documents		
	Corporation Partnership LLC		
	A. Articles of A. Partnership A. Articles of		ΙЦ
	<u>Incorp.</u> <u>Agreem't</u> <u>Organiz'n</u>		IН
	B. Bylaws B. Cert. of B. Operating		ΙШ
	Partnership Agreement Gatalia i Agreement		
	C. Authoriz'g C. Authoriz'g C. Authoriz'g		
	Resolution Resolution Resolution A. Resume/Evidence that individual or entity is qualified		
<u>6-3.</u>	B. Schedule of Facilities Owned, Operated or Managed		H
			ш.
6-4.	2530's/APPS Not Applicable to Parent of Operator		
6-5.	Parent of Operator's Consolidated Certification		Ш
<u>6-6.</u>	<u>Credit Report</u>		
	A. Parent of Operator		l∺
	B. Sampling of Parent of Operator's Other Business Concerns	ш	ш
<u>6-7. </u>	Financial Statements – Year-to-Date ⁵		
	A. Balance Sheet		H
	1. Aging of Accounts Receivable	H	l∺
	2. Aging of Notes Receivable	\vdash	╽
	3. Schedule of Pledged Assets	Ħ	\Box
	4. Schedule of Marketable Securities		
	5. Schedule of Accounts Payable		
	6. Schedule of Notes and Mortgages Payable		
	7. Schedule of Legal Proceedings		П
	B. Income and Expense Statement		Ш
	C. Financial Statement Certification		
<u>6-8.</u>	Financial Statements – FY 20XX 10	ш	
	A. Balance Sheet		H
	1. Aging of Accounts Receivable	l H	\parallel
	2. Aging of Notes Receivable	H	H
	B. Income and Expense Statement	ΙĦ	
	C. Financial Statement Certification		1

Revision Date: 01/11/2009	Dage
	1 450
Previous versions obsolete	Page 7 of 17
form HUD-9	XXXXOHP (mm/dd/vvv

No.	Item	N/A	Incl.	
<u>6-9.</u>	Financial Statements – FY 20XX 10			
	A. Balance Sheet	_		
	1. Aging of Accounts Receivable	П		
	2. Aging of Notes Receivable	IЩ		
	B. Income and Expense Statement	IН	Щ	
	C. Financial Statement Certification	ш	Ш	
6-10.	Financial Statements – FY 20XX ¹⁰			
	A. Balance Sheet			
	1. Aging of Accounts Receivable			
	2. Aging of Notes Receivable			
	B. Income and Expense Statement	ΙЩ		
	C. Financial Statement Certification	Ш	Ш	
Continue 2.7. In	tentionally Omitted and Complemental Charleton below 9 4			
Management 1	tentionally Omitted - see Supplemental Checklists below Section	<u>/:</u>		
Management Ager				
<u>7-1.</u>	Organizational Chart (if applicable – per footnote to this entire section)	ш	ш	
<u>7-2. </u>	Organizational Documents			
	Corporation Partnership LLC			
	A. Articles of A. Partnership A. Articles of Incorp. Agreem't Organiz'n		ΙĦ	
	Incorp. Agreem't Organiz'n B. Bylaws B. Cert. of B. Operating		H	
	Partnership Agreement			
	C. Authoriz'g C. Authoriz'g C. Authoriz'g			
	Resolution Resolution Resolution			
7-3.	HUD Management Certification Form (HUD-9839) (if applicable – per			
	footnote to this entire section)			
7-4.	Management Agreement	_		
7-5.	A. Resume / Evidence that individual or entity is qualified		ΙĦ	
<u> </u>	B. Schedule of Facilities Owned, Operated or Managed			
7-6.	2530/APPS: ⁹			
	A. Paper 2530:			
	1. Completed Paper HUD-2530 (with documentation for signature			
	authority to sign for the entity & if applicable, with documentation			
	for signature authority to sign for other principals with same	_		
	participation)	Ш		
	2. Evidence of registration in HUD's Business Partners			
	Registration System – required for all applicable participants.			
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)			
	OR	ш	П	
	B. APPS Submittal: APPS Certification (with documentation for signature		💾	
	authority to sign for the entity & if applicable, with documentation for			
	signature authority to sign for other principals with same participation)			
7-7.	Management Agent's Consolidated Certification 12			
7-7. 7-8.	Credit Report		H	
Section 8: Real Es			ш	
				Formatted T-1-1-
<u>8-1</u>	A. If Land is to be purchased			Formatted Table
	A. Refinance – UPDATE (if applicable)		Ш	

Page Previous versions obsolete Page 8 of 17

form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.
	1. Certification of Outstanding Obligations		
	2. Pay-off Statement for each obligation		
	3. Replacement Reserve Balance confirmation (if applicable)		
	4. HUD Prepayment Authorization Letter (if applicable)	ΙЩ	ш
	5. Copy of all outstanding notes	Ш	
	B. Intentionally Omitted		
	1. Amendments or Extensions to Purchase and Sale Agreement (since initia	Į.	
	submission)		
	C. Intentionally Omitted		
	Intentionally Omitted		
8-2	Licenses		
	A. Certificate of Need (if applicable)		
	B. Copy of Existing Facility License, or copy of application if (if new)	$\mid \vdash \mid$	ΙЦ
	license required) ¹⁴	_	Ш
	C. Copy of Application for Facility License if number of beds will	ΙШ	
	increase		
	D. Operator (Lessee) or Management Agent (if applicable)		
8-3	Title		
	A. Preliminary Title Report		
	B. Pro Forma – 2006 ALTA Title Insurance Policy		
	ALTA Form Environmental Endorsement		Ιμ
	2. ALTA Form Comprehensive Endorsement		ᅵ닏
	3. ALTA Form Endorsement deleting Arbitration Clause		ᅵ닏
	4. ALTA Location of Improvements Endorsement		ΙH
	5. Access and Entry (ALTA 17-06)		H
	6. Arbitration Clause deleted		ΙĦ
	7. Zoning (ALTA 3.0-06 or equivalent)	ΙĦ	ΙĦ
	8. Encroachments		ΙĦ
	9. Tax Parcel (ALTA 18-06 or equivalent)		П
	10. Other:		
	C. Exception Documents		
	<u></u>		
8-4	ALTA/ACSM Land Title Survey (completed according to Lean Survey	+	П
	Instructions & Owner's Certification)		
8-5	Evidence of compliance	+	
	A. Zoning		
	B. Building Codes		ΙĦ
	Verification of Zoning and Code Variances (if applicable)Intentionally		ΙĦ
	Omitted		
8-6	Intentionally Omitted	+	
8-7	Intentionally Omitted	+	
8-8	Intentionally Omitted	+	
8-9	Intentionally Omitted	+	
8-10	Intentionally Omitted	+	
8-10 8-11	Intentionally Omitted 15	+	
0-17	Intentionally Offitted	1	1

Revision Date: 01/11/2009 Page
Previous versions obsolete Page 9 of 17
form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.	7
8-12	Intentionally Omitted			1
8-13	Intentionally Omitted			
8-13 Section 9: Oper	ations			1
<u>9-1</u>	Intentionally Omitted			
9-2	Intentionally Omitted			
9-4	Intentionally Omitted			
9-5	Intentionally Omitted			
9-2 9-4 9-5 9-6 9-7	Intentionally Omitted			
9-7	Intentionally Omitted			
9-8	Intentionally Omitted			
<u>9-9</u>	Intentionally Omitted			
9-10	Intentionally Omitted			
9-11	Intentionally Omitted			
9-12	Intentionally Omitted			1
9-13	Intentionally Omitted			1
	essional Liability Insurance (PLI) ¹⁶			1
10-1.	Municipal services and other utility assurance letters		•	Formatted Table
	A. Electricity			
	B. Natural Gas			
	C. Telephone			
	D. Cable Television			
	E. Water and Sewer Service		\Box	
	F. Garbage Collection			
	Storm Sewer Information on the PLI provider:			
	A. Copy of each insurance carrier's license – showing the name of insurance			
	<u>carrier</u>			
	B. Evidence of insurance company(s) rating (<i>Print-out from AM Best</i>			
	Rating or other)			
10-2.	Commercial Space Leases (if applicable) Limits of coverage and list of facilities	Ш	Ш	
	(including bed counts) included under this coverage.	L,		
8 -1.	Land Lease (Ground Lease) (if applicable)			
10-3.	Real Estate Tax Abatement/Exemption (if applicable)	Ш	_ 1	Formatted Table
	A. Evidence of abatement or exemption			
	Form FHA-1708, Agreement for Payment of Real Property Taxes State licensing		Ш	
	surveys shall be transmitted as part of the application for the last three years			
	of all individual facilities of the operator if the operator has less than five			
	facilities to determine the quality of care provided by the operator. If the			
	operator has five or more facilities, complete copies of state licensing			
	surveys for all facilities with serious unresolved deficiencies (deficiencies			
	where there is actual harm to residents commonly referred to as "G" or			
	higher level deficiencies) shall be transmitted if this deficiency has not been			
	removed within a one month period. If any facility has recent (within the last			
	2 years) resolved "G" or higher citations/deficiencies, submit the inspection report. Please provide a narrative discussion regarding the topic, the risk and			
	how it will be mitigated.	1	1	

Povicion Data: 01/11/2000	Daga
Revision Date: 01/11/2007	1 450
Previous versions obsolete	Page 10 of 17
	HUD-9XXXXOHP (mm/dd/vvvv

No.	Item	N/A	Incl.]
10-4.	Floodplain ¹⁷			
	A. Evidence of participation in an early warning system			
	B. Emergency evacuation and relocation plan			
	Identification The operator or its parent operator must submit a six-year loss			
	history of professional liability claims filed against it for all facilities			
	controlled by the operator or parent operator. The six-year loss history		ΙĒ	
	should be provided in annual summary form (prepared by the insurance			
	company or third-party administrator) and should:			
	• Provide a current inventory of evacuation route(s)all paid or settled			
	<u>claims;</u>			
	 Break out the expected cost of the 500-year floodplainclaims in a year 			
	by year summary. In separate line items, list the amount of the actual			
	and/or anticipated awards, claims expenses, and any funds reserved for			
	estimated claims;			
	C. Identification marks of past or estimated flood levels on all structures			
	Evidence List total actual or estimated claims costs for compensatory			
	damages, medical expenses, punitive damages and legal expenses			
	incurred processing the claim;			
	D. Identify potential or expected professional liability claims in excess of			
	\$10,000 that current or prospective tenants have been or willmay be			
	informed of the flood hazard.			
	Conditional Letter of Map Revisions (CLOMR) from FEMA that will			
	removefiled for all periods within the property from statute of limitations			
	for the FEMA designated 100 year floodplain when State where the			
	conditions are met. claim occurred;			
	Intentionally Omitted Include a brief discussion or chart that provides			
	the timeframe for the statutes of limitations for filing claims of			
	negligence, injuries, wrongful death, and/or improper care based-the law			
	in the states where the parent operator's facilities are located.			
	 Include a certification from the parent operator (operator – if no parent) 			
	as to the accuracy of this documentation. The certification must be			
	signed, and dated by a senior officer of the parent operator (operator – if			
	no parent), and include the following statement:			
	no parent), and include the following statement:			
	"HUD will prosecute false claims and statements. Convictions may			
	result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31			
	U.S.C. 3729, 3802)"	•		
8 -2.	Intentionally Omitted	1		
10-5.	Easements and Maintenance Agreements	T '	-	Formatted Table
	A. Existing			
	ProposedEvidence of current PLI cost		ΙĦ	
Section 0	Operations (provide modified or previously unsupplied exhibits)			

Pavision Data: 01/11/2000	Page
Revision Date: 01/11/2009	1 450
Previous versions obsolete	Page 11 of 17
fo	orm HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.	
10-6.	Budgets: (each including census mix and occupancy assumptions)		4	Formatted Table
	A. Stabilized Operating budget (12-months)		目	
	Initial Lease-Up budget (monthly, initial occupancy to stabilized			
	occupancy) Actuarial study, most recent 18 (if applicable)			
	Note: This information is considered proprietary and is exempt from			
	Freedom of Information Act requests.			
9-1.	Staffing schedule (including job titles, salaries, and full time equivalents			
	(FTE))			
9-2.	Reimbursement			
	A. Application for Medicare Provider Agreement			
	B. Application for Medicaid Provider Agreement			
9-3.	Intentionally Omitted			
9-4.	Intentionally Omitted			
Section 10: Pr	ofessional Liability Insurance (PLI)			
10-1.	Schedule of Facilities Covered by PLI Policy.			
10-2.	State licensing inspection reports, most recent, for all facilities identified on			
	insured's Schedule of Facilities Owned, Operated or Managed.			
10-3.	Loss history (N/A if subject will be the only facility on the policy)			
10-4.	Potential claims certification (N/A if subject will be the only facility on the policy)			
10-5.	This item intentionally omitted			
10-6.	Evidence of anticipated PLI cost			
10-7.	Evidence of Proposed Insurer's Rating			
10-8.	Actuarial study, most recent (if applicable)			
Section 11: Add	itional Funding Sources			
<u>11-1</u>	Grants and/or Loan		•	Formatted Table
	• Commitment letter (specifying amount, intended use, conditions)			
<u>11-2</u>	Bond Financing			
	• Itemized costs of issuance, discounts and financing fees to be paid out			
	of pocket by mortgagor and explanation regarding the necessity of			
	each cost.			
<u>11-3</u>	Tax Credits			
	A. Letter of commitment from tax credit syndicator or investor			
	(specifying equity amount and pay-in schedule)			
	B. Acknowledgment/Release (Addendum 9 of HUD Notice H 95-4)		ᅵ႘ᅵ	
	C. Reservation, executed copy		님	
	D. Source and Use Statement (Addendum 4 of HUD Notice H 95-4)		H	
	E. HUD-2880, Applicant/Recipient Disclosure/Update Report	П	H	
	F.—Bridge Loan agreements	H	╡	
	G.F. Subsidy layering review (if applicable)			
Section 12: Acco	ounts Receivable Financing Documents			
<u>12-1</u>	Revolving Loan Note			
12-2	AR Loan Agreement and All Amendments			
12-3	Lessee Security Agreement with FHA Lender			
12-4	UCC-1 Filings and UCC Searches (all)	一	Ħ	
12 7				

Revision Date: 01/11/2009	Dage
10 151011 Date. 01/11/2007	1 450
Previous versions obsolete	Page 12 of 17
form HU	ID-9XXXXOHP (mm/dd/vvv)

No.	ltem	N/A	Incl.		
<u>12-5</u>	Guarantees (if applicable)	Ш	Ш		
12-6	Cash Flow Chart				
12-7	Intercreditor Agreement (ICA) between A/R Lender and FHA Lender				
12-8	HUD Rider to Intercreditor Agreement				
12-9	AR Lender Lock-box Agreement or equivalent control agreement				
12-10	Accounts Receivable Financing Certifications (Format posted to HUD.GOV)				
12-11	Security Agreement with AR Lender and Amendments				
Section 4213: Cor	ntractor				
13-1	This Item Intentionally Omitted		4	 Formatted '	Tal
13-2	This Item Intentionally Omitted				
13-3	Resume or AIA A305, Contractor's Qualification Statement				
13-4	APPS Certification 2530/APPS:		$\overline{\Box}$		
13-4	A. Paper 2530:				
	1. Completed Paper HUD-2530 (with documentation for signature				
	authority to sign for the entity & if applicable, with documentation				
	for signature authority to sign for other principals with same				
	participation)				
	2. Evidence of registration in HUD's Business Partners				
	Registration System – required for all applicable participants.				
	(http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm)				
	OR				
	B. APPS Submittal: APPS Certification (with documentation for				
	signature authority to sign for the entity & if applicable, with				
	documentation for signature authority to sign for other principals with				
	same participation)				
13-5	Contractor's Consolidated Certification				
13-6	Credit Report				
	A. Contractor				
	B. Sampling of Contractor's Other Business Concerns				
13-7	Financial Statements – Year-to-Date Date Date Date				
	A. Balance Sheet		П		
	Aging of Accounts Receivable				
	2. Aging of Notes Receivable				
	3. Schedule of Pledged Assets				
	4. Schedule of Marketable Securities	Ц			
	5. Schedule of Accounts Payable	Ц			
	6. Schedule of Notes and Mortgages Payable	님			
	7. Schedule of Legal Proceedings	Ш			
	8. SCHEDULE OF WORK IN PROGRESS				
	B. Income and Expense Statement				
	C. Financial Statement Certification				
12.0	Financial Statements – FY 2009 ²¹ 20XX ¹⁰				
<u>13-8</u>	A Balance Sheet	Ш			

Pavision Data: 01/11/2000	Dago
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Previous versions obsolete	Page 13 of 17
form	HUD-9XXXXOHP (mm/dd/yyyy

Previous versions obsolete Page 14 of 17

form HUD-9XXXXOHP (mm/dd/yyyy)

No.	Item	N/A	Incl.	
	Aging of Accounts Receivable			
	2. Aging of Notes Receivable			
	3. Schedule of Pledged Assets	Ш	Ш	
	4. Schedule of Marketable Securities	Ш	ΙЦ	
	5. Schedule of Accounts Payable	Ц		
	6. Schedule of Notes and Mortgages Payable	Н		
	7. Schedule of Legal Proceedings	Ш		
	B. Income and Expense Statement			
	C. Financial Statement Certification		ш	
13-9	Financial Statements – FY 2008 ⁶ 20XX ¹⁰	П		
13-9	A. Balance Sheet	ш		
	Aging of Accounts Receivable	П	H	
	Aging of Accounts Receivable Aging of Notes Receivable	H		
	Aging of Notes Receivable Schedule of Pledged Assets	Ħ		
	Schedule of Predged Assets Schedule of Marketable Securities	П	lП	
			lП	
	5. Schedule of Accounts Payable			
	6. Schedule of Notes and Mortgages Payable			
	7. Schedule of Legal Proceedings			
	B. Income and Expense Statement			
	C. Financial Statement Certification			
<u>13-10</u>	Financial Statements – FY 2007 ⁶ 20XX ¹⁰	Ш		
	A. Balance Sheet		Ш	
	Aging of Accounts Receivable	Ц	Щ	
	2. Aging of Notes Receivable	Ц		
	3. Schedule of Pledged Assets	닏	Щ	
	4. Schedule of Marketable Securities	님		
	5. Schedule of Accounts Payable	H		
	6. Schedule of Notes and Mortgages Payable	H		
	B. Schedule of Legal Proceedings	ш	ш	
	C. Income and Expense Statement		П	
	D. Financial Statement Certification		H	
Section 1214. Cor	struction and Architectural Documents			
14-1	Plans ²² (to include separate plans for Offsite Construction)			Formatted Table
	A. Full Specifications ²² ,		<u> </u>	
<u>14-2</u>	B. Division I of the Specifications (which includes the wage decision and		╽Ħ	
	HUD-2554, Supplementary Conditions, all in one document)		ш	
14-3	State Licensing Approval of Plans ²³		Ц	
<u>14-4</u>	Soils Report and Foundation Analysis (required if footprint is being	ш	Ш	
	altered)			
<u>14-5</u>	HUD-2328, Contractor's and/or Mortgagor's Cost Breakdown		Ш	
14-6	Major Moveable Equipment Schedule and Budget			
	A. Schedule and budget for new equipment			
	B. Schedule and values for existing equipment			
14-7	Construction Progress Schedule per AIA A201 ²⁴			
14-8	Assurance of Completion ²⁵			

No.	Item	N/A	Incl.		
	Commitment Letter from Surety or				
	Commitment Letter from Bank for Letter of Credit		Ш		
14-9	Owner-Architect Agreement on AIA Form B181 and Amendments				
	A. Design and Supervisory Architect	_			
	B. Design architect only				
	C. Supervisory Architect only				
	D. Other(s)		ш		
	T. C: 1: CC				
<u>14-10</u>	Information regarding offsite storage of approved building materials, if applicable ²⁶				
<u>14-11</u>	Design Architect Certification				
Section 14:	Other-			Inserted Cells	
Early					
Commencement					
of					
Construction 15					
14-1. I	ntentionally Omitted				
Submission of DRAFT Closing documents with the final submission is encouraged. Supplemental Checklists Check all those that apply:					
Mortgagor	Ownership change; principal not previously approved by HUD.				
Principal(s) of	the Mortgagor Ownership change; principal(s) not previously approved by HUI).			
Operator	Operator change, not previously approved by HUD.				
Parent of the (Operator Operator change, not previously approved by HUD.				
Management A	Agent Management Agent change, not previously approved by HUD.				

Previous versions obsolete Page 15 of 17

form HUD-9XXXXOHP (mm/dd/yyyy)

- 1 Please have check include reference to project name, location, mortgagee number, and purpose FHA application fee.
- 2 Lender shall not make any alterations to the narrative format. If a particular section does not apply within the narrative, it should specifically be noted as NOT APPLICABLE.
- 3 Microsoft Word version of Draft Firm Commitment is to be provided electronically
- 4 Appraisal and Market Study reports must be submitted within 120 calendar days of the date of the inspection. The Phase I Environmental report must be submitted within 180 calendar days of the date of the date of inspection.
- 5 Year-to-date statements: No more than 3 months can have expired since the closing date of the latest unaudited statement. No more than 6 months can have passed since the statements were audited by a CPA/IPA. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that financial statement.
- 6 This section of the checklist needs to be completed separately for each principal. The Lender should add a new section and label it with the name of each principal.
- 7 If a principal is a business entity (i.e. corporation, partnership) with an operating history, a credit report will be required only on the business firm, not the owners of the firm.
- 8 For New Construction, Substantial Rehabilitation, and Blended Rate projects the firm commitment application must include the last three full years and year-to-date financial statements for the party who will be responsible for providing the financial requirements for closing and beyond. The Lender Narrative must also include a discussion on the available working capital of this party and their ability to support the project over the long term. In cases where a group of individuals come together on one project to meet the cash requirement a full year HUD-92417 on each will be satisfactory.
- 9 Previous Participation for principals of the Operator and the Management Agent may also be required.
- 10 Fill in the year for the financial statements being provided. Business entities must submit financial statements and supporting documents for the lesser of the last 3 years or the length of existence. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that statement.
- 11 See Matrix below to determine which items in this Section need to be provided with the application:

Scenario #	Description of Participant Roles	Checklist Items to complete
1	Mortgagor is Owner/Operator. One entity	Nothing from Section 7
<u>2</u>	Mortgagor has a Management Agent	All of Section 7
<u>3</u>	Mortgagor owns building and land, and leases to Operator who holds the license. There is no Management Agent.	Nothing from Section 7
4	Mortgagor owns building and land, and leases to Operator. There is also a Management Agent.	Exhibits 7-4; 7-5; 7-6; 7-7; 7-8

- 12 This consolidated certification is in addition to the form HUD-9839.
- 13 If the regulatory entity that issues the license(s) does not allow application for license(s) at the time of Firm Application submission, in lieu of exhibit 10.2 B., HUD will accept a letter from the entity applying for the license(s), which covers the following: an explanation of the application process (with documented verification from licensing entity), identification of the entity that is anticipated to hold the license(s), and the number of beds that will be covered by the license(s).
- 14 If the regulatory entity that issues the license(s) does not allow application for license(s) at the time of Firm Application submission, in lieu of exhibit 10-2 B., HUD will accept a letter from the entity applying for the license(s), which covers the following: an explanation of the application process (with documented verification from licensing entity), identification of the entity that is anticipated to hold the license(s), and the number of beds that will be covered by the license(s).
- 15 Floodplain information is only required if the property is located in a 100- or 500-year floodplain. The 8-step process is not required for HUD's approval of a project site when only an incidental portion of the site is situated in an adjacent floodplain when: (i) The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100-year floodplain or the 500-year floodplain; (ii) appropriate

Revision Date: 01/11/2009	Dage
	1 450
Previous versions obsolete	Page 16 of 17
form	HUD-9XXXXOHP (mm/dd/vvvv

provision is made for site drainage; and (iii) a covenant or comparable restriction is placed on the property's continued use to preserve the floodplain.

- 16 Professional liability insurance documentation requirements only apply to the insured party providing the coverage and exclude additional named insured parties.
- 17—Floodplain information is only required if the property is located in a 100—or 500 year floodplain. The 8-step process is not required for HUD's approval of a project site when only an incidental portion of the site is situated in an adjacent floodplain when: (i) The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100 year floodplain or the 500 year floodplain; (ii) appropriate provision is made for site drainage; and (iii) a covenant or comparable restriction is placed on the property's continued use to preserve the floodplain.
- 18 Actuarial study required if the entity utilizes self-insurance. If the entity utilizes comercial (3rd party) PLI, submit an actuarial study only if one has been previously completed.
- 19 Actuarial study only required if the Insured participates in more than 50 healthcare facilities.
- 20 Year to date statements: No more than 3 months can have expired since the closing date of the latest unaudited statement. No more than 6 months can have passed since the statements were audited by a CPA/IPA. Audited statements are preferred but owner prepared statements will be accepted. All financial statements, audited and owner prepared, will need to be certified by the entity with signature authority for that financial statement.
- 21 Fill in the year for the financial statements being provided. Business entities must submit financial statements and supporting documents for the lesser of the last 3 years or the length of existence. Audited statements are preferred but owner-prepared statements will be accepted. All financial statements, audited and owner-prepared, will need to be certified by the entity with signature authority for that statement.
- 22 Plans provided with the Firm Application must be complete and reflect the facility is ready to be built. Hard copies of the plans are not required; however, a PDF, electronic version must be provided. Division I of the specifications (which includes the wage decision and HUD-2554, Supplementary Conditions) must be provided in a PDF, electronic version with the application. Note that the Lender's Architectural Reviewer is still required to review the complete specifications.
- 23 Provide documentation from the State licensing authority demonstrating that any required plan reviews have been completed. If the State is unwilling to prepare a letter, provide copies of review comments or a certification from the mortgagor's design architect that the appropriate reviews have been requested from the State.
- 24 Form AIA A201 is the General Conditions and includes guidance within the document for a construction progress schedule. That guidance should be used to create the schedule.
- 25 Provide evidence of the General Contractor's ability to obtain sufficient bonding or letters of credit. Sufficient assurance is as follows:
 - a) For non-elevator or three <u>storystories</u> or less elevator buildings where the cost of construction or rehabilitation is more than \$500,000, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit on <u>BSPRA transactions</u>. As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 15% of the HUD estimate of construction or rehabilitation cost.
 - b) For elevator buildings of 4 stories or more, the assurance shall be in the form of corporate surety bonds for payment and performance, each in the amount of 100% of HUD's estimate of construction or rehabilitation cost including an imposed builder's profit-on BSPRA transactions... As an option, HUD would accept a completion assurance agreement secured by a cash deposit or Letter of Credit in the amount of 25% of HUD's estimate of construction or rehabilitation cost. The mortgagee may provide more stringent requirements.
- 26 Refer to HUD Inspector and A&E Scopes of Work for guidance on building materials that can be stored offsite and for items required for approval of offsite storage of building materials.

Revision Date: 01/11/2009